

Culture Grants Online - Windows Internet Explorer

http://northdakota.cgweb.org/

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Culture Grants Online

Arts
NORTH DAKOTA COUNCIL ON THE ARTS

North Dakota Council on the Arts

Database Status: Connected
July 11th, 2007

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Tech Tips

Welcome to the North Dakota Council on the Arts' (NDCA) CultureGrants Online (CGO) Grant Program! Please read the following information and instructions carefully prior to creating your profile and applying for any NDCA grant program.

In order to apply to programs using the North Dakota Council on the Art's CultureGrants Online grant system, you must have an e-mail address. If you do not have an e-mail address, establish a free account with [Yahoo!](#) or [Hotmail](#).

To apply to the grant programs, you must create a profile in the North Dakota CultureGrants Online grant system. Your profile will allow you to apply to one or multiple grant programs each year. To create a profile, click "New User, Register Here." Complete the profile form. The username and password you entered will be the username and password you will use to access your NDCA grant applications each year.

Child windows, often called pop-up windows, are used to provide additional and supplemental information for a Web site. Many users disable these windows to avoid unwanted advertisements. Disabling pop-up windows will hinder the CultureGrants Online grant system from performing properly. You must allow child windows to appear in order to use the CultureGrants Online grant system successfully. Click on the "Tech Tips" Icon located at the top of this page for further instructions.

Cookies must be enabled to work with the CultureGrants Online grant system. A cookie is a small file that a Web site temporarily stores on your hard disk. The CultureGrants Online grant system logs which application you wish to access so your Internet browser can save and display your application information correctly. When you log off the CultureGrants Online grant system, that cookie is automatically deleted. CultureGrants Online grant system requires cookies. If you have disabled cookies in your browser you must enable them prior to the application process for unimpeded access to the system. Click on the "Tech Tips" Icon located at the top of this page for further instructions.

There is a **SAVE WORK** button at the bottom of each application page. Each time you click on **SAVE WORK** the page will refresh and you will return to the top of the page. You **MUST** save your work before viewing the pdf file, advancing to the next section or returning to a previous section! Please remember to **SAVE** your work often! Do not go to your Internet browser's File drop down menu and select save. When you select save from the File menu, the Web page you are viewing will be saved as an HTML document and your work in the application database will not be saved. Click on the "Tech Tips" Icon located at the top of this page for further instructions.

It is advisable that you craft your narrative text responses for grant application questions in a word processor before entering the information into the CultureGrants Online grant system. Use the document to edit your text and count characters. Save the document for your records. The following instructions are for Microsoft Word users only. 1) Compose your narrative in Microsoft Word. Use the spell-check and character-count tools in Word. Note that the character/word count feature in word processors varies. The character count in the CultureGrants Online grant system will be the definitive number of characters allowed for your application. 2) Do not bold, italicize, underline, bullet, number, indent or use any other formatting options available in Microsoft Word. Formatting will not transfer into the CultureGrants Online grant system and will cause your text to become illegible.

Once you are ready with an application, you will no longer be able to change your application. Your application status will show as "Received" and you may not alter your application in any way. You will have access to print your application from a PDF file at any time. If you accidentally submitted your application, please call NDCA at 701-328-7590 for assistance.

One of the many benefits of this online grant application is that once you complete an application, all your data will be stored. If you choose to apply for the same grant every year, the time spent entering data will be reduced.

Temporary files can be useful when you want to store information on a web site, such as amazon.com or ebay.com. You may want to delete these temporary files when you use the CultureGrants Online grant system if you outdated information appears in your application. Click on the "Tech Tips" Icon located at the top of this page for further instructions.

You assigned yourself a username and password when you created a profile for NDCA. Use this username and password to access your grant applications. If you forget your username and password, click the "Forgot username and password" link from NDCA's CultureGrants Online home page.

The North Dakota Council on the Arts (NDCA) is a service and program agency of the state, established in 1967 by the State Legislature to develop the arts and to promote and support the arts in North Dakota. Grant funds are made available by the National Endowment for the Arts and appropriations from the state of North Dakota.

Questions? E-mail amschmidt@nd.gov or call 701-328-7594.

New to the site?
[Click Here to create a new profile.](#)

To apply for an online grant, go to <http://northdakota.cgweb.org>.

Review the instructions on the home page prior to completing any online grant application.

If you have not yet applied online, you will need to enter your profile information.

To do so, scroll to the bottom of the home page where you will find "New to the site? [Click Here to create a new profile.](#)"

If you have previously entered your profile information, click on the blue "Login" button in the navigation bar.

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Primary Contact Information

* First Name
 * Middle Initial
 * Last Name
 * Phone #
 * Email
 * Confirm Email
 * Username
 * Password
 * Confirm Password

Enter your profile information on this page.

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User Name:
Password:

Forgot your Username or Password?
Enter your email address:

New to the site?
[Click Here to create a new profile.](#)

Or Login...

North Dakota Council on the Arts
Amy Schmidt - North Dakota Council on the Arts
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Edit Profile

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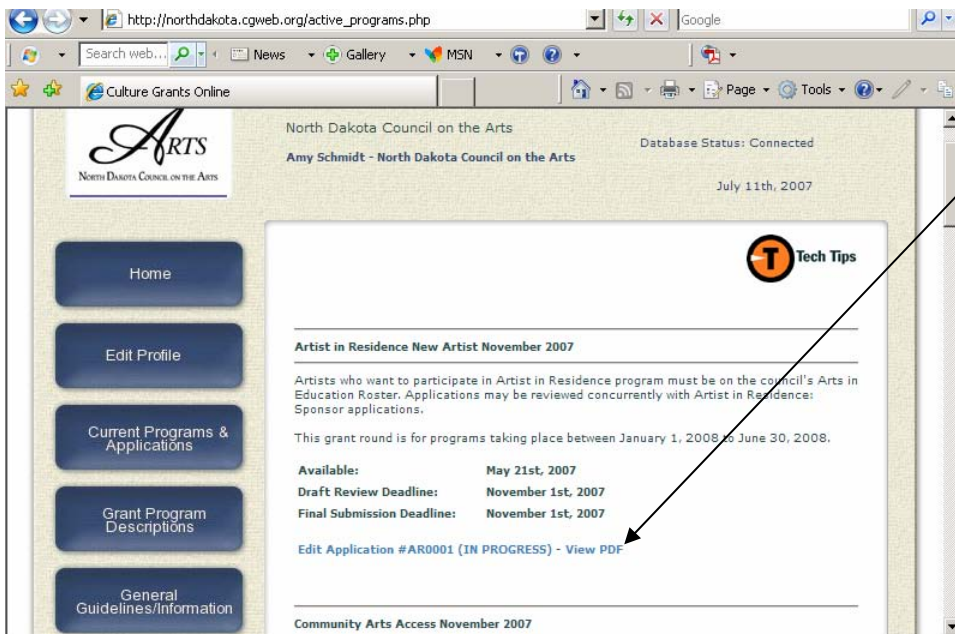
To apply to the grant programs, you must create a profile in the North Dakota CultureGrants Online grant system. Your profile will allow you to apply to one or multiple grant programs each year. To create a profile, click "New User, Register Here." Complete the profile form. The username and password you entered will be the username and password you will use to access your NDCA grant applications each year.

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Once the profile information has been entered, you can now start your online application.

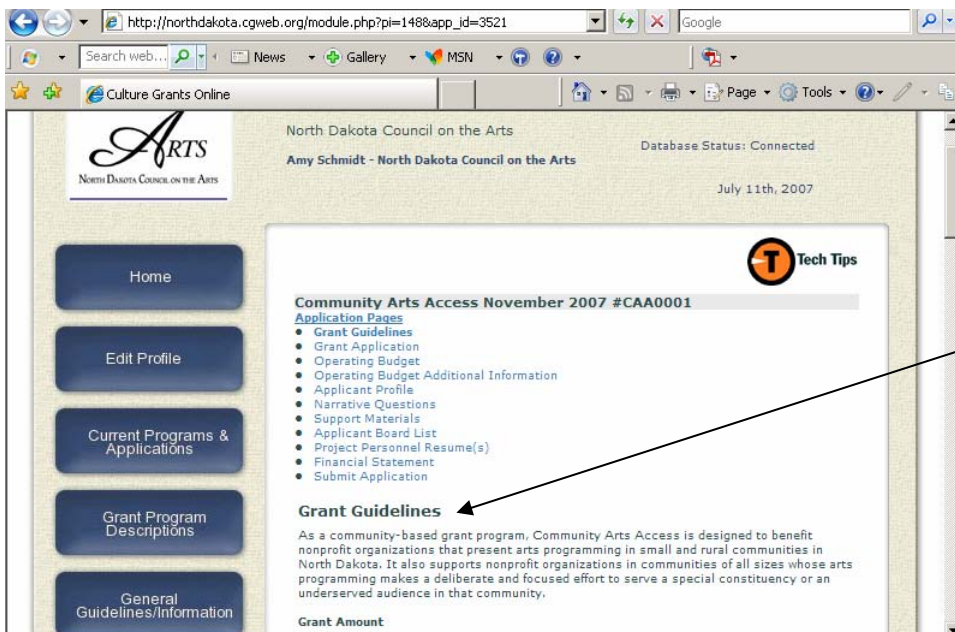
Click on the blue "Current Programs & Applications" button in the navigation bar.



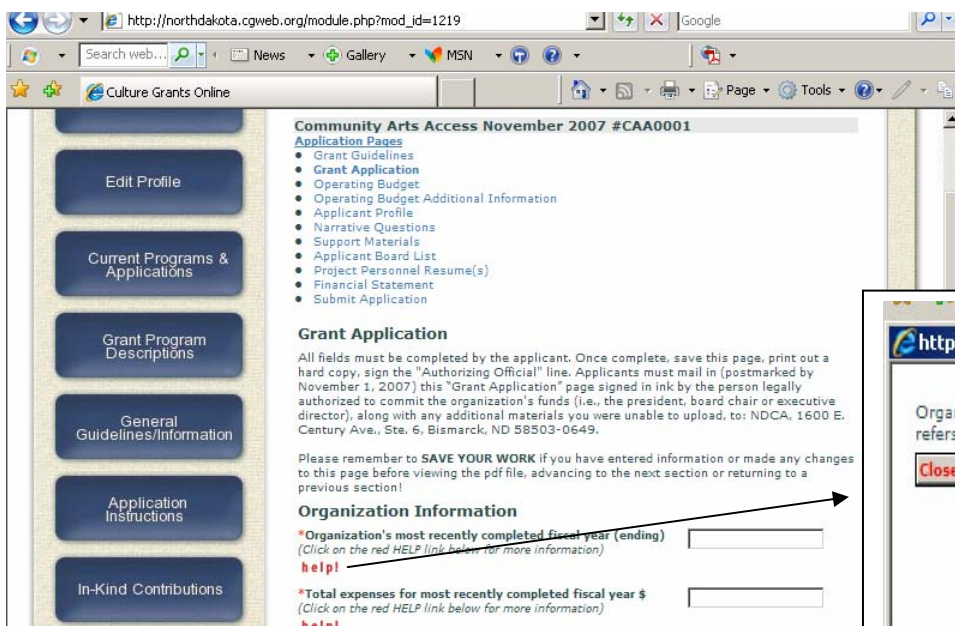
Click on the "Start Application" link under the grant program you wish to apply for.

(It currently says "Edit Application #..." this is because I already started an application, you will see this when you return to your online app).

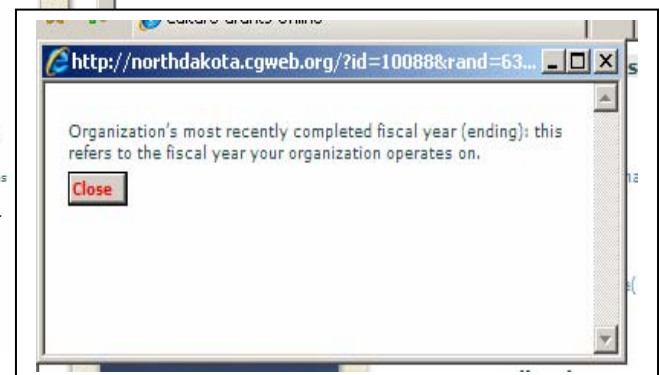
If you have questions, there is a "Tech Tips" icon on the top right hand section of each page, or you can email or call me at amschmid@nd.gov or 328-7594.

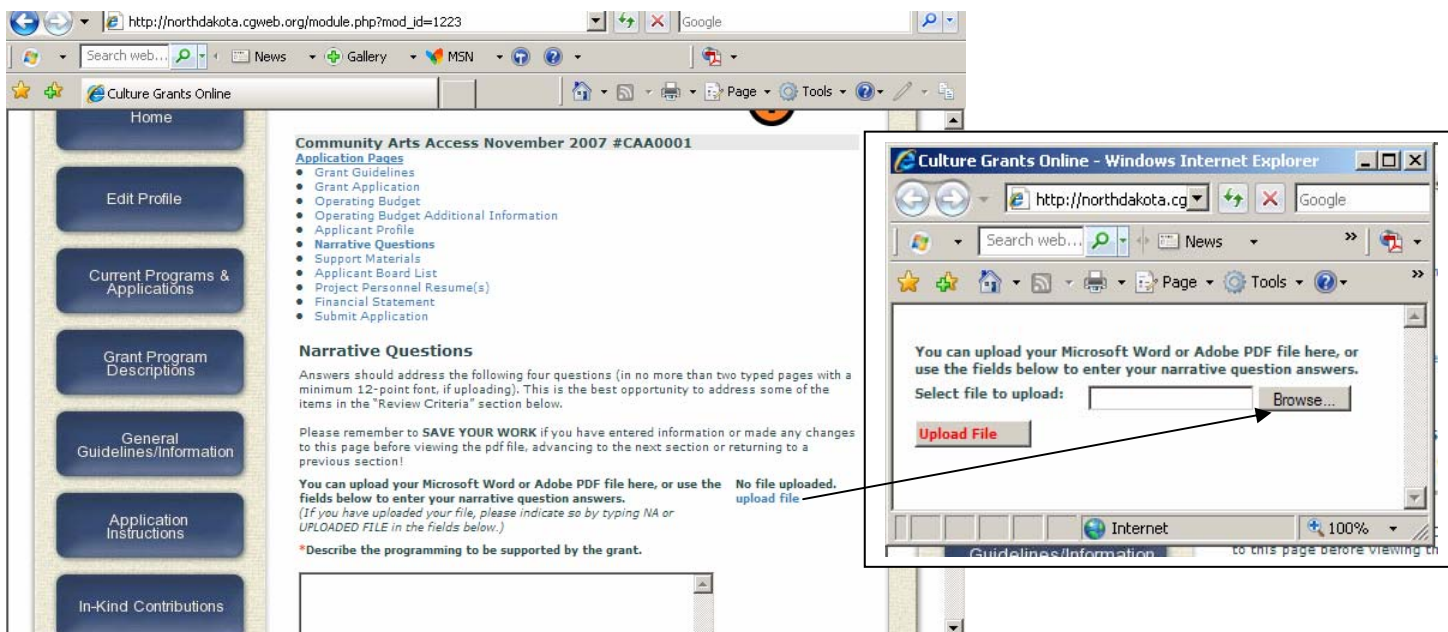


You will see all of the Application Pages that will need to be completed with this grant application. Please read the grant guidelines before completing the grant application. Each page will need to be completed as specified.

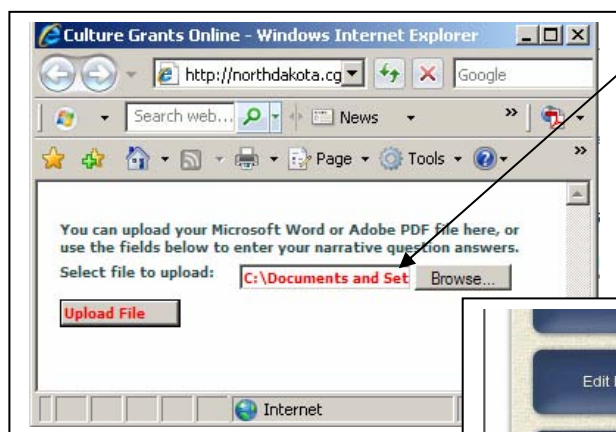


For certain questions there are red "help!" links, if you click on the link, a box (see below) will pop up with additional information. Just click "Close" when you are done.

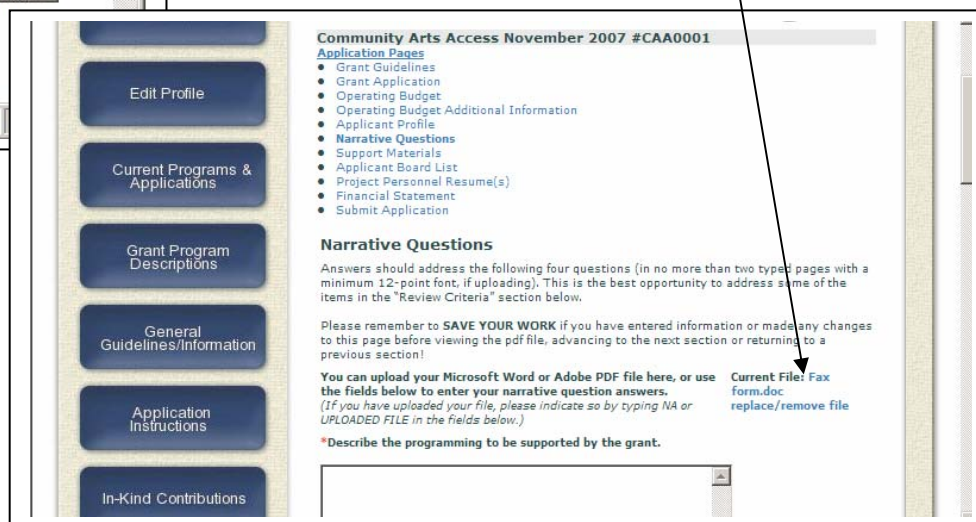




To upload your file, click on the blue “upload file” link. A box will pop up (see above). Click on the “Browse...” button. Locate your file on your computer, select the appropriate file, and click “Open.”



Your file is now ready to be uploaded, select “Upload File.”
Your file will appear as a blue link (see below) if uploaded properly.



**REMEMBER TO ALWAYS
SAVE YOUR WORK
BEFORE ADVANCING
TO A NEW PAGE OR
VIEWING YOUR PDF FILE!**

If you prefer not to upload your file, please copy your **unformatted** text and paste it into the field(s) provided. (It is preferred that files are uploaded, but not required). You may also mail in materials you are unable to download with your signed application form page, and any other required materials.

If you have images you would like to upload, please copy and paste them into a MS Word document or save them as PDF files. The online grant system will only upload MS Word or PDF files at this time.

Once you have completed your application, select “Submit File” you will have the option to choose a “Draft Review” or “Submit Final” if you choose draft review, NDCA will receive a copy of your application and we can review it and let you know of any necessary changes/corrections, etc. If you select final submission, you will no longer be able to edit your application.